A screen shot of a device

Description automatically generated

Travel Pre-Approval Form

*\*\*****The following fiscal process will be in place starting Feb.,2024****:\*\**

*In the past PED communicated directly with schools. With this update, PED will now require district level approval prior to being sent to PED. That approval should be sent from the District to the PED fiscal team* ***(tiffany.sandoval@ped.nm.gov).*** *This is to keep all levels aligned and in compliance with the CS strategy and 6 key practices.*

**Please fill this form out in its entirety**

Dates of Travel:

Name of Traveler:

Department/School and District:

Approximate Amount:

Destination:

Purpose/Justification:

**Approved­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District Level Fiscal Approval**

**Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(QMC Approval)**

**Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(CS Fiscal Operations Coordinator)**